#### **DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



June 18, 1996

ALL-COUNTY LETTER NO. 96-33

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	REASON FOR THIS TRANSMITTAL							
	[ ] State Law Change							
	[	]	Federal Law or Regulation					
***************************************			Change					
Ī	[	]	Court Order or Settlement					
			Agreement					
l	[	]	Clarification Requested by					
			One or More Counties					
	[ ]	[X]	Initiated by CDSS					

TO:

ALL COUNTY WELFARE DIRECTORS

SUBJECT:

REPORTING INSTRUCTIONS FOR THE CA 237 FG/U\*, CA 237 FC AND

**DFA 296** 

REFERENCE: DIVISION 26 - STATISTICAL REPORTS MANUAL

The purpose of this letter is to transmit a draft of the revised reporting instructions for the above-mentioned forms. As you may know, staff from the Information Services Bureau (ISB), along with representatives from various county welfare departments and CDSS program staff, reviewed the instructions and format of these reporting documents in an effort to clarify state and federal needs, as well as simplify reporting procedures. These revised instructions reflect the results of this effort. Counties should implement usage of these instructions immediately upon receipt of this letter. The major change to the instructions is to clarify the Department's need for an unduplicated case count each month, rather than a transaction count of cases. It is not anticipated that these modifications will have a significant impact on your caseload counts. If they do, please notify your ISB program analyst immediately.

Initially ISB also intended to modify the report forms to coincide with the release of the new instructions. However, due to significant changes possible under welfare reform and the interface with SAWS, the decision was made to postpone forms revision at this time.

If you have any questions regarding these documents, please call your Information Services Bureau report program analyst. If you have any program questions pertaining to AFDC, Foster Care or Food Stamps, please call your appropriate program contact.

JARVIO A. GREVIOUS Deputy Director

Administration Division

\*Note to ISAWS counties re CA237 FG/U:

The attached instructions and ISAWS programming conflict with regard to Items 4.b. and 4.c. only (which equal Parts A and B, Form ABCD 255, total denials of cash grant and reasons for nonapprovals other than denials). Upon receipt of the ISAWS county monthly reports, ISB will manually adjust the data for consistency with reporting requirements and forward a copy of the adjustments to your county for your records. A Maintenance Change Request (MCR) will be submitted to ISAWS, under separate cover, to modify programming.

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#### ATTACHMENT 1

# CA 237 FG/U and FC INSTRUCTIONS AFDC Cash Grant Caseload Movement and Expenditures Reports

# 26-212 CASELOAD MOVEMENT AND EXPENDITURES REPORT FOR THE AFDC PROGRAM (Forms CA 237 FG/U and CA 237 FC)

#### 26-212.01 CONTENT

26-212.01

For the Aid to Families with Dependent Children (AFDC) Program these monthly reports provide monthly data on the end of the report month net movement of cases, the number of individuals who received a cash grant and the net amount of all cash grant assistance paid during the report month. Counties shall report the status of a case at the end of the report month. Do not report multiple changes to a single case occurring during the report month.

#### 26-212.02 PURPOSE

26-212.02

The purpose of this these reports is to provide an unduplicated case count for: (1) meeting federal reporting requirements; (2) use by data is (1) to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and for other administrative responsibilities; and (2) to (3) provideing other interested persons and agencies with information on the status and trends of the AFDC Program.

#### 26-212.03 DISTRIBUTION

26-212.03

Data in these reports is are compiled and transmitted by the Information Services Bureau of the California Department of Social Services as California's monthly reports to the Social Security Administration, U.S. Department of Health and Human Services. They are also published monthly, Information from these reports is included in the monthly publication "Public Welfare in California" and distributed to county welfare departments, and other interested agencies, and individuals, in the statistical summary, "Public Welfare in California."

#### 26-212.04 DUE DATE

26-212.04

These Rreports are to be received in Sacramento due on or before the eighth working eighteenth calendar day of the ealendar month following the report month. Send reports to:

State California Department of Social Services
Statistical Information Services Bureau
744 P Street, Mail Station 19-81 12-81
Sacramento, CA 95814

When data is are unavailable, or has have not been reconciled, transmit a report by the due date containing all available information. Attach a note indicating when the department can expect to receive the rest of the <u>final</u> report. Forward mMissing figures promptly data should be sent as soon as possible.

This section is to provide Handbook users with definitions applicable to the CA 237 AFDC-FG/U-and/or FC Cash Grant Caseload Movement and Expenditures Report.

Application Disposition Date: The date on which the county takes action to either approve or deny an application or a request for restoration of benefits and signs appropriate documents.

Cancellations: An application or request for restoration of a cash grant is considered "cancelled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

#### Cash Grant Payments:

(Current): Money payments delivered to the recipient or family to meet current needs.

(Prior): Retroactive corrective payments delivered to the recipient or family when they received less than the amount to which they were entitled in a given month or months.

**Denials:** An application or request for restoration of cash grant that is rejected. Denial may occur for reasons specified in regulations; e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

Discontinuance: An AFDC cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons; e.g., non-cooperation by the Assistance Unit (AU); excess income and/or resources; loss of deprivation; discontinuance requested by the AU; death of the recipient, etc.

**Dispositions:** An action taken on an application or a request for restoration of benefits; e.g., an approval, denial, cancellation or withdrawal.

Foster Care (FC): Movements between the Foster Care segment and the FG/U segment should be reported as follows:

- When a child in FC becomes eligible for the FG or U segment, the determining factor used to move that case to the FG or U segment is whether or not the child becomes a new FG or U case. If the child will create a new FG or U case, then that child comes into the FG/U report as a new application. If the child is going to be part of an existing AU, then the child moves into the FG/U report as an added person in the childrens' count (Item 8.a.(1)).
- <u>When a non-needy caretaker relative in a FC case qualifies for and becomes an FG/U recipient, that relative moves into the FG/U report in the same manner as the FC child; i.e., new AU new application; existing AU added person in the adult count (Item 8.a.(2)).</u>

Intercounty Transfer: The shift of responsibility for determination of eligibility and for the provision of public social services from one county to another.

Intraprogram Status Change: Change in status from one part of the same program to the other (i.e., FG to U or vice versa). Note: For statistical reporting purposes, an intraprogram status change occurs between FG and U only.

Inventory Adjustment: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months and not previously reported are to be reported as an inventory adjustment. Whenever an inventory adjustment is reported, the county must include a footnote in the blank portion on the reverse side of the report, explaining why an adjustment was needed.

**Issued Warrant:** A warrant is considered issued as of the payment date, regardless of whether or not the warrant is mailed.

Movement: This term defines AFDC case flow within this report. Movements such as: an application is approved and moves into the FG or U segment of the AFDC caseload; a case transfers from the FG segment to the U segment or vice versa; an active case receiving a cash grant becomes an active case which receives no cash grant during the report month and vice versa; or a case is discontinued from the AFDC program.

Other Approvals: Cases approved for reasons other than cash grant, restoration, transfer from another county or intraprogram status change. Include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; approval of CA 7 discontinuances.

Other Cases (Not receiving a cash grant): Cases not paid aid, but which had an authorization to receive aid during the report month. Include the following: cases approved for aid during the report month which will receive an initial warrant dated the following month; cases with an authorization to receive aid discontinued during the report month, and the warrant either cancelled or not written; cases in which the authorization for the report month was a zero grant to adjust for an overpayment; cases which were fully abated by child support payments; and cases determined eligible for AFDC-FG or U, but the grant was not paid because it was less than ten dollars (\$10).

Other Dispositions: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals).

Overdue Reinvestigations: Synonymous with "overdue redeterminations." In general the term "redetermination" means: a re-examination of all circumstances of the recipient subject to change which is to be completed at least once every (12) months. Therefore, if it is not completed within the 12 month period, it is overdue.

Payment Responsibility: The first county is responsible for payment of aid until the end of the transfer period, at which time the second county becomes responsible.

**Rescinds:** An action that is taken to repeal or nullify a previous action taken on an application, restoration or continuing case.

Restorations: The term restoration applies to an applicant who was a recipient of the same category of aid in the same county and his/her grant has been discontinued for 12 months or less at the time of the current application.

Suspended Case: Aid is suspended in the payment month when income or circumstances in the corresponding budget month results in ineligibility for only one payment month.

Transfer Period: The end of the month following the 30th day after notification to the second county.

Withdrawals: An application or request for restoration that is withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

Submit reports on the form designated for each segment of the program: Form CA 237 FG/U for AFDC-Family Groups and Unemployed; Form CA 237 FC for AFDC - Foster Care (Foster Family Homes and Group Home Placements).

For statistical reporting purposes, the classification of AFDC cases by segment (FG, U or FC) is based on the provisions of the CDSS Manual and Policies and Procedures for Eligibility and Assistance Standards. Division 40 through 42: For cases containing more than one Assistance Unit (AU), report the number of AU's.

## 26-212.20 PART A. APPLICATIONS FOR AID AND REOUESTS FOR RESTORATION

26-212,20

Part A summarizes intake activity during the report month with respect to applications for aid and requests for restoration as defined in Manual Section 40-103.4.

- 1. **Pending from last month** Enter the number of applications pending from <u>the previous month</u>. If not the same figure as Item 5 of <u>the previous month</u>, <u>an explain explanation must be provided</u> in <u>a footnote</u>. (Place footnote on reverse side of report <u>giving precise reason(s)</u> for the changes in caseload.)
- 2. Received during the month Enter the sum of Items 2.a. and 2.b.
- a. **Applications** For reporting purposes, a request for aid is considered an application when it has been received and recorded by the county usually on intake Form CA 1/SAWS 1, Application for Public Assistance. Exclude applications received from recipients whose aid is being transferred from another county or intraprogram status changes from one aid code to another, or interprogram transfers. Applications made for aid to another county shall be reported by the county of applicant's residence, not by the county whose aid is requested. Enter all applications on the appropriate 237 cash grant report form:

Note: On Form CA 237 FG/U, Item 2\_a\_ is divided into applications (1) for AFDC-FG and (2) for AFDC-U.

- b. Request for Restoration An application for aid is considered a request for restoration when the applicant has been a recipient under of the same category of aid program in the same county within the last 12 months. Include Four Month Continuing Medi-Cal Eligibility cases requesting restoration to cash grant. Enter the number of requests for restoration on the appropriate 237 cash grant report form. Exclude requests for restorations received from recipients whose aid is being transferred from another county or intraprogram status changes or interprogram transfers.
- 3. Total during the month Enter the sum of Items 1 and 2.
- 4. Disposed of during the month Enter the sum of Items 4.a., 4.b., and 4.c.
- a. **Approved** Enter the number of applications and restoration requests approved for a cash grant, on the appropriate cash grant 237 report. On Form CA 237 FG/U, Item 4a is divided into (1) for AFDC FG or U and (2) for Emergency Assistance Unemployed Parent. On Form CA 237 FC, Item 4a is divided into (1) for AFDC FC and (2) for Emergency Assistance Foster Care.

Note: Item 4\_a\_(1) entries must equal Items 7\_a\_ plus 7\_b\_, Columns 1 and 2 on Form CA 237 FG/U and Items 7\_a\_ plus 7\_b\_ on Form CA 237 FC.

Item 4.a.(2): Completion of this item is no longer required. Report zero (0). (ACL No. 90-99, dated October 24, 1990.) entries must be equal to or less than entries reported in Item 2 on Form CA 237EA.i.e. (CA 237 FG/U Item 4a(2)(= or <) CA 237 EA Item 2 Column 1) (CA 237 FC Item 4a(2) (= or <) CA 237 EA Item 2 Column 2)

b. **Denied** - Enter the number of applications and restoration requests denied.

Note: For Form CA 237 FG/U, Item 4.b. must equal the total denials of cash grant Part A, Items 1 through 8 on Form ABCD 255.

c. Other Dispositions (Cancellations and Withdrawals) - Enter the number of applications and restoration requests cancelled or withdrawn. This item also includes applications denied because the applicant moved or could not be located otherwise disposed of without approval.

Note: For Form CA 237 FG/U, Item 4.c. must equal the total reasons for nonapprovals other than denials, Part B, Items 9 and 10 on Form ABCD 255.

5. Investigations proceeding pending at the end of the month - Enter the number of applications and requests for restoration pending at the end of the month. Entry will must equal the difference between total applications and restoration requests during the month (Item 3) less and the number disposed of (Item 4), Item 3, less Item 4.

#### 26-212.30 PART B. CASELOAD

26-212.30

- 6. Cases brought forward from last month Entry will equal Enter the number of cases brought forward from the previous month. If not the same figures as Item 10 of the previous month's report or be explained, an explanation must be provided in a footnote. (Place footnote on reverse side of report giving precise reason(s) for the changes in caseload.) Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7<sub>e</sub>.
- 7. Cases added during the month Enter the sum of Items 7\_a\_ through 7\_e.

Note: Report an action which falls within the definition of both a restoration and an intraprogram status change in Item 7.d. and not in Item 7b. In addition, report intercounty transfers in Item 7.c. and not in Item 7b.

- a. Applications approved Enter the number of applications approved for cash grant.
- b. **Restorations** Enter the number of restoration requests approved. Report an action which falls within the definition of both a restoration and an intraprogram status change in Item 7.d. and not in Item 7b.
- c. **Transfers from other counties** Enter the number of cases for which the reporting county accepted responsibility for payment of aid during the report month.
- d. Interaprogram status change For Form CA 237 FG/U, enter in Column 1 the number of cases transferred to AFDC-FG this month (1) by change in aid entegory from the AFDC-U segment last month; , (2) by intraprogram status change from AFDC-MN (medically needy), (3)

by intraprogram status change from Emergency Assistance; enter in Column 2 the number of cases transferred to AFDC-U this month (1) by change in aid category from the AFDC-FG segment last month, (2) by intraprogram status change from Emergency Assistance.

Note: Completion of Items 7.d.(2) and (3) are no longer required. Report zero (0).

For Form CA 237 FG/U, Item 7.d.(1), Column 1 (from FG to U) must equal Item 7.b. from the previous report month on Form ABCD 253. Item 7.d.(1), Column 2 (from U to FG) must equal Item 7.a. from the previous report month on Form ABCD 253.

#### **Intraprogram Status Change (EXAMPLE):**

	<u>Mon</u>	th 1	Mon	Month 2	
	FG	U	FG	<u>U</u>	
Item 6 Cases brought forward	X				
Item 7 Cases added				X	
Item 7.d Intraprogram Status				<u>X</u>	
Item 8 Total cases open	X			<u>X</u>	
Item 8.a Cases receiving cash	X			<u>X</u>	
Item 8.h Other cases					
Item 9 Discontinued or changed.	X			er kelenneske kenneske	
Item 10 Cases carried forward					

For Form CA 237 FC, movements between Foster Care (FC) and FG/U should be reported as follows:

When a FG/U child goes to FC, that child is discontinued from FG/U and an FC application is taken.

When a FC child goes to FG/U, the child is brought into the 237 case count in one of two ways:

If the child is going to create a new AU, a new application for FG/U is taken and the child comes into the 237 report as a new application and processed accordingly, within the 237 report.

If the child is going to join an existing AU, that child would be brought into the 237 caseload by simply adding him/her to the children's count in Item 8.a.(1).

For Form CA 237 FC, enter the number of intraprogram status changes to AFDC-FC during the report month from (1) AFDC-FG or U segments, (2) from medically needy (AFDC-MN aid category codes 37 and 47) and (3) from Emergency Assistance.

In Item 7d, Form CA 237 FC only, either a count of the number of transfer actions or an unduplicated count of cases may be shown by counties which have difficulty making an unduplicated count of children who make several moves in and out of foster placements during a report month.

- e. Other approvals Enter the number of cases approved for reasons other than Items 7.a. through 7.d., including: (Do not report multiple changes to a single case occurring during the report month.)
- (1) To approve aid on appeal cases.
- (2) To restore approve aid to cases erroneously denied or discontinued.
- (3) To restore approve CA 7 discontinuances where completion of a new application is not deemed necessary.
- (4) To add to the total number of AU's by splitting an existing AU.
- (5) To bring into the AFDC-FG or AFDC-U segment those cases transferring from AFDC-FC, and :
- (6) To add interprogram transfers. Include cases transferring back into the AFDC FG or AFDC-U caseload from RDP (Refugee Demonstration Project effective July 1, 1985) that were originally converted to RDP from AFDC FG or AFDC U.

Changes in caseload resulting from actions authorized in prior months and <u>not previously reported</u> are not to be reported in Item 7.e., but are shown <u>as adjustments to Item 6</u>.

8. Total cases open during the month - Enter the number of cases active during the report month; that is, those cases where an official authorization for aid was in effect at some time during the month. The Ssum of Item 6 plus Item 7; also must be the same as the sum of Items 8.a. and 8.b.

Note: Emergency Assistance - Unemployed Parent (EA-UP) and Emergency Assistance - Foster Care (EA-FC) cases, persons and expenditures have been excluded from CA-237 FG/U and CA-237 FC reporting since August 1983. EA-UP and EA-FC caseload are to be reported on Form CA-237 EA; refer to DIV. 26-215.

- a. Cases receiving a cash grant Form CA 237 FG/U, eEnter in the appropriate columns the number of cases receiving a cash grant during the report month, on the current month's payroll. (This figure may also be determined arithmetically by subtracting a count of the number of cases not receiving aid from the total number of active cases. If this method is used, an actual count of cases receiving aid must be obtained from the payrolls at least once every six months to verify the figures being reported.)
- (1) Children in Item 8.a. cases For Form CA 237 FG/U, eEnter the number of children reported on the fiscal summary document CA 800 for the current month only, excluding counts from previous months (see Source Guide 26-212.90). Include all children in cases in which an amount to meet needs in the report month was paid. Report Cchildren who are fully abated by child support payments in Item 8.b. are not to be reported.

When a child is the child's basis of eligibility changes in either direction between cash grant and FC during the month, the persons count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. Payments are reported

as claimed; that is, the cash grant amount is reported on the CA 237 FG/U and the FC payment is shown on the CA 237 FC (See Division 25-502). Also refer to "Foster Care (FC)" in the Definitions section.

As an illustration, the movement of a child from FC to Cash Grant during a month is reported as follows (X means that the child is reported in that item):

	CA 237 FC	CA 237 FG/U
6. Brought forward from last mon		
7e. Other approvals		X
8. Total during month	X	X
8a. Received aid	x	
8b. Did not receive aid		X
9b. Transfers to AFDC-FG/U	X	***
10. Carried forward		X

- (2) Adults in Item 8.a. cases For Form CA 237 FG/U, eEnter the number of adults reported on the fiscal summary document CA 800 for the current month only, excluding counts from previous months (see Source Guide 26-212.90).
- (3) Total Persons For Form CA 237 FG/U, eEnter the sum of Items 8.a.(1) and 8.a.(2), on Form CA 237 FG/U (2/85) revision only.

Warrants which are issued are considered as payments received whether actually mailed or not.

- b. Other cases (Not receiving a cash grant) Enter the number of cases not paid aid but which had in effect during the report month an authorization to receive aid during the report month. Do not include cases that have been transferred via Intraprogram Status Change. However, iInclude the following cases:
  - (1) Cases approved for aid during the report month which will receive an initial warrant dated the following month.
  - (2) Cases with an authorization to receive aid discontinued during the report month, and the warrant <u>was</u> either cancelled or not written.
  - (3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
  - (4) Cases which were fully abated by child support payments.
  - (5) Cases determined eligible for AFDC-FG or U but no grant was paid because it was less than ten dollars (\$10).

On the reverse side of Form CA 237 FG/U, footnote the "less than \$10 cases and recipients" as separate items - Family Group and Unemployed for federal reporting purposes (effective July 1982).

9. Terminated Discontinued or changed in status during the month - For all programs eEnter the total number of cash grant cases terminated that are discontinued as of the end of during the month either due to ineligibility to continue to receive benefits or due to change in program status, by action of the delegated agent of the board of supervisors and those cases whose status was changed by interaprogram transfer. Terminations include cases in which aid was discontinued and those removed from the program segment for other reasons.

A case is reported in Item 9 when it ceases to be an active case in a program segment, or component because of termination, intercounty transfer, intraprogram status change or interprogram transfers, that is, any move out of any column on the 237 report.

For AFDC-FG and U (CA 237 FG/U), include cases discontinued from a given segment by reasons of transfer to another segment, for example, AFDC-FG to AFDC-U\_or AFDC-FC. Also include cases (AU's) terminated by merger and combined with other cases.

Note: Item 9 on Form CA 237 FG/U must equal the total cases discontinued on Form ABCD 253.

For AFDC FC (Form CA 237 FC):

- <u>a. Transfers to other counties Enter the number of report cases (children) terminated discontinued</u> by transfer to other counties;
- b. Transfers to AFDC-FG/U Enter the number of cases transferred to that become AFDC-FG, or cases transferred to that become AFDC-U;
- c. All other AFDC-FC terminations Enter the number of and all other terminations.
- 10. Cases carried forward to next month Enter the number of open cases carried forward to next month, Item 8 less Item 9.

#### 26-212.40 PART C. NET EXPENDITURES

26-212.40

11. **Total net expenditures** - This part of the report provides for a summary of the net amount of aid issued to or on behalf of recipients during the report month, after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Enter the amounts corresponding with those reported on the fiscal summary documents (800 series - see Source Guide 26-212.90).

#### For AFDC-FG/U (Form CA 237 FG/U):

Item 11 should not include County Supplemental aid effective February 1985 report month.

<u>a.</u> Child Support Collections - Enter the amount of child support collections (line B3, Form CS 800, Line B.3.) which is applied to total monthly expenditures in obtaining net expenditures, Item 11.a.(1) less a.(2).

Item 11<sub>a</sub>.(3), Columns (1) and (2), are for State Use only - Leave blank.

#### For AFDC-FC (Form CA 237 FC):

<u>Do not deduct</u> Child Support Collections are not to be deducted from the amounts reported in Item 11.a. (Foster Family Homes) or Item 11.b. (Group Home Placements). However, r c. Child Support Collections - Report total FC child support collections identified as to whether the collections are applicable to for (1) Federal or (2) Nonfederal children. The total child support collections are to be applied to total FC payments to obtain total net expenditures (Item 11).

Item 11 should must equal the net amounts reported in Items 11.a. and 11.b., minus the sum of Item 11.c. total (1) Federal/plus (2) Nonfederal child support collections (See Source Guide 26-212.90).

#### 26-212.50 PART D. SPECIAL INFORMATION

26-212.50

#### For AFDC-FG/U (Form CA 237 FG/U):

- 12. Number of requests determined ineligible during the month -
- a. Intraprogram status change Enter the number of requests for an intraprogram status change from AFDC FC and AFDC MN (aid category codes 37 and 47) to AFDC FG/U which an eligibility determination found was not appropriate. Completion of this item is no longer required. Report zero (0).
- b. Intercounty transfer Enter the number of AFDC-FG/U requests for an intercounty transfer which an eligibility determination found to be ineligible (see EAS 40 187 through 40-197) and the reporting county did not accept responsibility for payment of aid. Completion of this item is no longer required. Report zero (0).
- 13. Number of overdue reinvestigations at the end of the month Enter the total number of AFDC-FG and AFDC-U cash grant cases in which a reinvestigation is overdue as of the end of the report month. Item 13.a. is for State Use only. Leave blank.

#### For AFDC-FC (Form CA 237 FC):

12. and 13. **AFDC-FC** children in foster homes or group home placements - These items rReport the number and location of AFDC-FC children with and without federal participation, (Columns 1 and 2); the number of families represented by federal participation children, (Column 3); and the net amount of aid issued to or on behalf of federal participation children during the report month, after accounting for cancellations, repayments of aid (excepting child support collections), and all adjustments for the current and all prior months, (Column 4). (See Source Guide 26-212.90).

Avoid duplicate counts of children by observing the following rules:

- (a) If a child is moved from AFDC-FG or U to AFDC-FC or vice versa, and both AFDC-FG/U and AFDC-FC payments are made for the same month, the person count is shown with the payment covering the living arrangement as of the first month. (See Division 25-502)
- (b) Children in federal AFDC-FC and nonfederal AFDC-FC. Report as claimed <u>on fiscal reporting documents fiscally.</u>
- (c) Children in both foster family care and group home care. Report as group home placements, in Item 13.
- (d) Families (Column 3) with one or more children in foster family homes (with federal participation) and one or more children in group home placement. Report such families in both Item 12 and Item 13, but footnote Column 3 as, for example, \*12 families are reported in both Items 12 and 13.

- 14. Number of requests determined ineligible during the month.
- a. Intraprogram status change Enter the number of requests for an intraprogram status change from AFDC FG/U and AFDC MN (aid category codes 37 and 47) to AFDC FC which an eligibility determination found were not appropriate. Completion of this item is no longer required. Report zero (0).
- b. Intercounty transfer Enter the number of AFDC-FC requests for an intercounty transfer which an eligibility determination found to be ineligible (see EAS-40-187 through 40-197) and the reporting county did not accept responsibility for payment of aid. Completion of this item is no longer required. Report zero (0).
- 15. Number of overdue reinvestigations at end of month Enter the number of AFDC-FC cases in which a reinvestigation is overdue as of the end of the report month.

# 26-212.60 PART E. QUARTERLY INFORMATION ON THE PROCESSING OF APPLICATIONS

26-212.60

For AFDC-FG/U (Form CA 237 FG/U):

Note: Items 14 through 15, Column 1, must agree with the sum of the corresponding items in PART A for the three monthly reports of the quarter.

14. Time elapsed from date of application or request for restoration (Report Quarterly Only - March, June, September, December)

Note: To comply with Federal regulations, the total processing time of an application or request for restoration is defined as the number of days from the date of application to the issuance of aid, notice of denial of aid, cancellation, or withdrawal, or other disposition. Specifically the disposition date is considered to be the day the aid warrant or notice of action is mailed to the applicant.

- 14a. **Pending from prior quarter** Enter the number of applications and requests for restoration pending from the prior quarter. This number should be the same as the number pending at the end of equal Item 15 from the previous quarter. If not, explain an explanation must be provided in a footnote.
- b. **Received during quarter** Enter the number of applications and requests for restoration received during the period covered report quarter. This number should equal Item 2 in Part A on Form CA 237 FG/U for the report quarter.
- c. **Disposed of during quarter** Enter the number of cases <u>disposed of in final disposition</u> determined during the quarter (45 days or less or more than 45 days), <u>distributed by elapsed</u> processing time. This number should be the sum of Items 14.c.(1), 14.c.(2) and 14.c.(3), and also equal the sum of Item 4 in Part A on Form CA 237 FG/U for the report quarter.
- (1) **Approved** Enter the number of applications and requests for restoration approved for cash grant during the quarter (45 days or less or more than 45 days), distributed by elapsed processing time. The number should equal Item 4.a. (Part A) as well as the sum of Items 7.a. plus 7.b., Columns 1 and 2 in Part B of Form CA 237 FG/U for the report quarter.
- (2) **Denied** Enter the number of applications and requests for restorations denied during the quarter (45 days or less or more than 45 days), distributed by elapsed processing time. The

number should equal Item 4.b. in Part A on Form CA 237 FG/U for the report quarter, and also equal the total denials of cash grant (Part A. Items 1 through 8) FG column plus U column on Form ABCD 255 for the report quarter.

(3) **Otherwise disposed of** - Enter the number of applications and requests for restoration cancelled, <u>or</u> withdrawn. <u>or otherwise disposed of without approval</u>. The number should equal Item 4.c. in Part A of Form CA 237 FG/U for the report quarter, and also equal the total applications withdrawn (Part B, <u>Item 9 plus Item 10)</u> <u>Item 11</u>, FG column plus U column on Form ABCD 255 for the report quarter.

Note: Items 14.c.(1), (2) and (3), column 3, must equal the total number of applications and requests for restorations disposed of beyond 45 days on Form ABCD 257 for the report quarter.

15. Applications and requests for restoration pending at the end of the quarter - Enter the number of applications and requests for restoration pending at the end of the report quarter (45 days or less or more than 45 days) and also distribute by elapsed time between the date of application and the last day of the report quarter. The number should equal Item 5 (Part A) on Form CA 237 FG/U for the report quarter-month.

Note: Item 15 must equal the total applications and requests for restoration pending heyond 45 days on Form ABCD 257 for the report quarter.

# 26-212.70 PART F. TO BE USED ONLY ON INSTRUCTION FROM THE DEPARTMENT OF SOCIAL SERVICES

For AFDC-FG/U (Form CA 237 FG/U):

This section is to be used for required and voluntary footnotes.

# 26-212.90 FORMS AND SOURCE GUIDES CA 237 FG/U AND CA 237 FC

26-212.90

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on an item enter "0" or not applicable "N/A"; do not leave any items blank.

Opposite each report form in the manual is the Source Guide for that program. The purpose of the guide is to indicate the specific place on CDSS fiscal documents where data required for the statistical reports can be found.

#### SOURCE GUIDE - FORM CA 237 FG/U

AID TO FAMILIES WITH DEPENDENT CHILDREN - FG/U CASH GRANT CASELOAD MOVEMENT AND EXPENDITURES REPORT FORM CA 237 FG/U

Form CA 237 FG/U

**SOURCE** 

Part B. CASELOAD: FAMILY GROUPS, COLUMN 1; UNEMPLOYED, COLUMN 2

8<sub>a</sub>. Cases receiving each grant

Aid Payroll Document

8,a.(1) Children

Forms CA 800 (Federal)(7/88),

(Columns A + B, Children), Lines 1 + 2

minus Line 3, (+/-) Line 5. Plus CA 800

(State Only) (7/88), (Column A, Children),

Lines 1 + 2 minus Line 3, (+/-) Line 5.

8,a.(2) Adults

Forms CA 800 (Federal) (7/88),

(Columns A + B, Adults), Lines 1 + 2

minus Line 3, (+/-) Line 5. Plus CA 800

(State Only) (7/88), (Column A, Adults),

Lines 1 + 2 minus Line 3, (+/-) Line 5.

### Part C. NET EXPENDITURES: FAMILY GROUPS, COLUMN 1; UNEMPLOYED, COLUMN 2

11. Total net expenditures

Forms CA 800 (Federal) (7/88),

Column C, Line 29 (in grand totals). Plus

CA 800 (State Only) (7/88), Column B,

Line 19. Minus forms CS 800 (7/88),

Line B.3 for family group and CS 800

(7/88), Line B.3 for unemployed.

11.a. Child Support Collections FG/U

Form CS 800 (7/88), Item B. Line 3 for

family group and unemployed.

**NOTE:** Use the current month's Forms CA 800 (Federal), CA 800 (State Only) Aid Claims and the Aid Payroll documents, and CS 800 Child Support Claim for obtaining expenditure data.

If current month's CS 800 Child Support Claim information is not available, use <u>prior</u> month data.

Form CA 800 (Federal) (7/88) (most current version): Summary Report of Assistance Expenditures - AFDC-FG/U

Form CA 800 (State Only) (7/88) (most current version): Summary Report of Assistance Expenditures - AFDC-FG/U

Form CS 800 (7/88) (most current version): Summary Report of Child and Spousal Support Payments - AFDC-FG/U

Aid Payroll Document: Form ABCD 801 or equivalent.

#### SOURCE GUIDE - FORM CA 237 FC

# AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE CASELOAD MOVEMENT AND EXPENDITURES REPORT FORM CA 237 FC

Form CA 237 FC

SOURCE

Part B. AFDC-FC CASELOAD

8.a. Received AFDC-FC

Forms CA 800 FC (Fed) (10/85), and

CA 800A FC (Nonfed) (10/85), Column A,

Lines 1 + 2 minus current month's

persons in Lines 3, 8 and (+ or - ) 9.

Part C. NET EXPENDITURES

11. Total Net Expenditures for FC

Forms CA 800 FC (Fed) (10/85),

Column B, Line 17, plus CA 800A FC

(Nonfed) (10/85), Column B, Line 15,

minus (CS 800) (7/88), Line B<sub>2</sub>3

(Fed and NonFed).

11.a. Foster Family Homes

Aid Payroll Document, Total payments

for Foster Family Homes.

11.b. Group Home Placements

Aid Payroll Document, Total payments

for Group Home Placements.

11<sub>c</sub>. Child Support Collections:

(1) Federal

Form CS 800 (7/88), Item B, Line 3.

(2) Nonfederal

Form CS 800 (7/88), Item B, Line 3.

#### Part D. SPECIAL INFORMATION

12. AFDC-FC Children in Foster Family Homes Columns 1 and 2: a/ Form ABCD 801 and/or other applicable county records, current month's children broken out by federal and nonfederal.

13. AFDC-FC Children in Group Home Placements

Column 3: Aid Payroll

Document, Total Families for FC children with federal participation.

Column 4: Aid Payroll

Document, Total payments for FC

children with federal participation.

**NOTE**: Use the <u>current month's</u> Forms CA 800 FC (Fed), CA 800A FC (Nonfed) Aid Claims, Aid Payroll document, and Form CS 800 Child Support Claim for obtaining expenditures data.

If current month's CS 800 Child Support Claim information is not available, use prior month data.

a/ The sum of Items 12, and 13, Columns 1 and 2, must equal Item 8, a, Form CA 237 FC.

Form CA 800 FC (Fed) (10/85) (most current version): Summary Report of Assistance Expenditures.

Form CA 800A FC (Nonfed) (10/85) (most current version): Summary Report of Assistance Expenditures.

Form CS 800 (7/88) (most current version): Summary Report of Child and Spousal Support Payments (FC).

Aid Payroll Document: Form ABCD 801 or equivalent.

#### ATTACHMENT 2

# CA 237 FG/U and FC FORMS AFDC Cash Grant Caseload Movement and Expenditures Reports

# AID TO FAMILIES WITH DEPENDENT CHILDREN — CASH GRANT CASELOAD MOVEMENT AND

#### Send One Copy To:

DEPARTMENT OF SOCIAL SERVICES STATISTICAL SERVICES 744 P STREET, MAIL STATION 19-81 SACRAMENTO, CALIFORNIA 95814

EX	PENDITURES REPORT	STATE USE COUNTY					
			COURT				
		1	FOR MONTH ENDING	MONTH YEAR			
PAF	RT A. APPLICATIONS FOR AID AND REQUESTS FOR RESTOR	RATION	(1)	(2)			
1.	Pending from last month (Item 5 last month, or explain)						
2.	Received during the month (Sum of a and b, below)		F.				
	(1) For AFDC-FG		E000000				
3.	Total during the month (Sum of 1 and 2)						
4.	Disposed of during month (Sum of a, b, and c, below)						
	(1) For AFDC-FG or U (Same as sum of 7a and 7b)	clude in 7a or 7b)					
	c. Other dispositions (Cancellations and withdrawals)						
5.	Investigation proceeding at end of month (3 minus 4)						
AF	T B. CASELOAD		AFDC—FG (1)	AFDC—U (2)			
6. 7.	Cases brought forward from last month (Item 10 last month or exp  Cases added during month (Sum of a through e below)						
	a. Applications approved						
٠	c. Transfers from other counties d. Intraprogram status change (1) from FG or U segment (2) from medically needy (3) from Emergency Assistan						
8.	Total cases open during month (Sum of 6 and 7, above; also a plus a. Cases receiving cash grant	s b, below)	( ) ( )	( ) ( . ) ( )			
9.	Terminated or changed in status during month						
О.	Cases carried forward to next month (8 minus 9)						
AR	T.C. NET EXPENDITURES		TOTAL (ROUND TO N	JEAREST DOLLAR)			
1.	Total net expenditures (Minus a(1) - a(2) below)		\$	\$			
	a. Child support collections: (1) FG \$ (2) U \$	(3)	\$	\$			

PART D. SPECIAL INFORMATION			
40.7	-	e. INTRAPROGRAM STATUS CHANGE	b. INTERCOUNTY TRANSFER
12. Number of newspaper date without the first transfer.			
12. Number of requests determined ineligible during the month	• • • • • • • • • • • • • • • • • • • •		
13. Number of overdue reinvestigations at the end of month			
a. ,,			STATE USE
PART E. QUARTERLY INFORMATION ON THE PROCESSING			A Control of the Cont
NOTE: Items 14. through 15., Column 1, must agree with the sum of the quarter.	of the corresponding if	tems in PARTA, for the t	hree monthly reports
	NUMBER	LENGTH O	F TIME
•	OF APPLICATIONS	45 DAYS OR LESS	MORE THAN 45 DAYS
	(1)	(2)	(3)
14. Time elapsed from date of application or request for restoration (Report quarterly only-Mar., June, Sept., Dec.)			
a. Pending from prior quarter			
b. Received during quarter			
c. Disposed of during quarter (Sum of (1), (2) & (3), below)			
(1) Approved			
(2) Denied			
(3) Otherwise disposed of (cancellations & withdrawals)			
15. Applications and requests for restoration pending at end of			1888
quarter (Sum of 14a + 14b — 14c)			
PART F. TO BE USED ONLY ON INSTRUCTIONS FROM THE	DEPARTMENT OF S	OCIAL SERVICES	
16.			
17.			
18.			
	•		
•	•		
		•	
PORT PREPARED BY	1-	TELEPHONE	DATE
			4

#### AID TO FAMILIES WITH DEPENDENT CHILDREN -FOS **EXP**

Send One Copy To:

DEPARTMENT OF SOCIAL SERVICES

DEPARTMENT OF SOCIAL SERVICES STATISTICAL SERVICES BUREAU 744 P STREET, MAIL STATION 19-81

FOSTER CARE (FC) CASELOAD MOVEMENT AND		SACRAMENTO, CALIFORNIA 95814 STATE USE COUNTY			
EXPENDITURES REPORT	2	FOR MONTH ENDING:	MONTH DAY YEAR		
PART A. APPLICATIONS FOR AID AND REQUESTS FO	OR RESTORATION				
Pending from last month (Item 5 last month, or explain)					
Received during the month (Sum of a and b, below)					
a. Applications					
b. Requests for restoration					
Total during the month (Sum of 1 and 2)					
Disposed of during month (Sum of a, b, and c, below)      a. Approved (Sum of (1) and (2))					
(1) For AFDC-FC (Same as sum of 7a and 7b)			=		
(2) For Emergency Assistance-Foster Care (Do not include					
b. Denied					
c. Other dispositions (Cancellations and withdrawals)			$\dashv$		
		#40.5 2000 1.6005000000000 . 1000000 0 . 20000			
5. Investigation proceedings at end of month (3 minus 4)					
PART B. AFDC—FC CASELOAD			HILDREN		
6. Children brought forward from last month (Item 10 last month		1.335.000.000.00000000000000000000000000	500.00 500.00 500.00		
7. Added during month (Sum of a through e)					
a. Applications approved					
b. Restorations					
c. Transfers from other counties					
	ments				
	dy				
	ssistance				
e. Other approvals					
8. Total (Sum of 6 and 7, above; also a and b, below)					
a. Received AFDC-FC ( families 1/)					
(Same as sum of 12 and 13, Cols. 1 and 2)					
b. Did not receive AFDC-FC					
9. Terminated during month(Sum of a through c)					
a. Transfers to other counties					
b. Transfers to AFDC-FG/U (Sum of (1) and (2))					
(1) From Federal FC status					
(2) From Nonfederal FC status	******************				
c. All other AFDC-FC terminations					
10. Children carried forward to next month (8 minus 9)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		0.40		
PART C. NET EXPENDITURES		TOTAL (Rour	nd to nearest dollar)		
<ol> <li>Total net expenditures for FC (Sum of a + b - c (1) - c (2))</li> </ol>		\$			
a. Foster family homes					
b. Group home placements		\$			
c. Child support collections: 1) Federal \$(2	2) Nonfederal \$				
	NONFEDERAL				
DADT D. CDECIAL INCODMATION	AFDC-FC	AFDC—FC WITH FEDE	ERAL PARTICIPATION		
PART D. SPECIAL INFORMATION	CHILDREN	CHILDREN FAMILIE	ES 2/ AMOUNT 3/		
10 ACDO 50 1711 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(1)	(2) (3)	(4)		
12. AFDC-FC children in foster family homes			\$		
13. AFDC-FC children in group home placements			\$		
		a. intraprogra status cha	am D. intercounty inge transfer		
14. Number of requests determined ineligible during the month	****				
5. Number of overdue reinvestigations at end of month	***************************************		••••		
ERSON TO CONTACT REGARDING THIS REPORT	TELEPHONE NUMBER	DATE PREPAR	RED		
	( )				

<sup>1/</sup> Number of families represented by the children reported in Item 8a. Complete for the months of March and September only.

<sup>2/</sup> Number of families represented by the children reported in Items 12 and 13, Column 2. See instructions for footnoting duplicate families.

Exclude expenditures for nonfederal AFDC-FC children.

#### ATTACHMENT 3

### **DFA 296 Instructions**

Food Stamp Program Monthly

Caseload Movement Statistical Report

# 26-311 FOOD STAMP PROGRAM MONTHLY CASELOAD MOVEMENT STATISTICAL REPORT (FORM DFA 296)

#### **26-311.01 CONTENT**

26-311.01

This monthly report provides Food Stamp Program data on application processing, certified caseload movement and recertifications.

#### 26-311.02 PURPOSE

26-311.02

The purpose of this data is to provide <u>county</u>, state, and federal administrators with information <u>and unduplicated case counts that</u> are needed for staffing, program planning and for fiscal projections.

#### 26-311.03 DISTRIBUTION

26-311.03

Data from these reports are empiled for distributioned to SCDSS program and fiscal managers and other interested agencies and individuals. Data are also published in the monthly "Public Welfare in California" and Quarterly workload and Cost Comparisons Publications.

#### 26-311.04 DUE DATE

26-311.04

Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month. Send report to:

State California Department of Social Services Statistical Information Services Bureau 744 P Street, Mail Station 12-81 Sacramento, California 95814

If the report will be either delayed or incomplete in any way, please contact Statistical Information Services Bureau at (916) 322-2230 653-4180 or ATSS 492-2230 CALNET 543-4180 prior to the due date.

#### **26-311.05 DEFINITIONS**

26-311.05

**Application** - The forms which are completed by a household member or authorized representative when applying for Food Stamps.

Case - This term is used in all programs and the specific meaning will vary. As a general guide, however, a case can be defined as being a client of the agency for whom a record is established. Included in this definition are clients applying for service as well as those receiving service from the agency. From a practical standpoint, cases are either "opened," "active," "pended" or

"closed" according to regulations. For purposes of this report, the terms cases(s) and household(s) are used interchangeably.

Caseload - This term is used in the broad sense to mean a group of cases. An agency may have a FS Food Stamp caseload, an AFDC Aid to Families with Dependent Children caseload, a GR General Relief caseload, etc.

Caseload Movement - Caseload movement statistics are required in a number of the summary statistical reports as a means of revealing changes occurring in the caseload during the report period.

Ongoing reports may be completed on the basis of actual counts of items received and disposed of, with the total and pending figures determined arithmetically. An actual count of the number pending should be obtained for each report to ensure accuracy. Where this is not possible, an actual count shall be made once every six months.

Reporting Period - The reporting period shall be either the calendar month or the fiscal month. The county has the option of which report period it uses. The term "report month" used throughout the instructions refers to the reporting period used by the County Welfare Department (CWD).

The county must identify at the top of the form the reporting period to be used. Once reporting has started, the same reporting period must be used each month. Counties must obtain prior approval from Statistical Information Services Bureau if they wish to change the reporting period used.

**PAFS** - A public assistance <u>food stamp</u> (PAFS) household is one in which all members are included in a federally aided AFDC grant.

NAFS - A nonassistance <u>food stamp</u> (NAFS) household is one in which at least one member is not included in a federally aided AFDC grant. Food stamp households where one or more members participate in the nonfederal AFDC or General Relief programs are considered nonassistance households. <u>Households receiving refugee cash assistance are classified as NAFS households</u>.

Date of Application - The date a signed application for food stamps which contains the applicant's name, address and signature is received by the appropriate food stamp office.

Approval Date - The date the application is approved by county action.

Denial Date - The date the application is denied by the county action.

Withdrawal - Any application voluntarily withdrawn by the applicant household in accordance with regulation Section 63-300.36.

**Determination of Eligibility** - The determination of eligibility begins with the filing of a signed application and ends with the certification or denial date (see above).

Certified Eligible to Participate - Households which are determined eligible to participate in the Food Stamp Program and are provided an opportunity to participate in the report month.

Intercounty Transfer A household who transfers their food stamp eligibility from one county to another.

Transfer in Assistance Classification - A household whose assistance classification is transferred from PAFS to NAFS or vice versa.

**Restored Benefits** - Those benefits which are lost to the household due to an error by the county and then restored. Restored benefits are also those lost and then restored to the household due to a reversal of a fraud disqualification penalty.

Recertifications - A required application for continuing benefits received no later than the end of the last month of certification is considered a recertification.

One Month Certifications - Those cases certified eligible for one month only (e.g., expedited pending verification or household with anticipated changes).

#### 26-311.10 PART A. APPLICATIONS FOR FOOD STAMPS

26-311.10

Part A summarizes activity during the report month with respect to food stamp applications. A request for food stamps is a signed application that has been received by the appropriate food stamp office (see 63-301.1) on Forms CA1 or DFA 285A.

Applications for recertification received in the last month of certification are not to be reported in this section. Applications for recertification received after this time are to be reported as new applications. See instructions for Part C, Recertifications, for examples.

- 1. **Pending from last month** Enter the number of food stamp applications pending from the previous month. Entry should equal Item 5 of the previous month's report or be explained in a footnote.
- 2. Received during the month Enter the number of new applications received during the report month. Include applications received from transfer cases whose Form FNS 286 contained information that could not be verified or in which changes have occurred. Include applications for restored benefits to ineligible households as mandated by a court decision, e.g., Aiken vs. Obledo (see instructions on restored benefits, Section 26-311.20, Item 7c).

Do not include: 1) Recertifications as defined by these instructions, 2) intercounty transfers whose FNS 286 can be verified, and 2) applications for restored benefits not mandated by a court order.

- 3. Total During the Month Enter sum of Items 1 and 2.
- 4. Disposed of During the Month Enter sum of Items 4a, 4b, and 4c.
  - a. Total Approved Enter the number of applications approved by county action for food stamps during the report month (see 63-301.1 and 63-301.2). Entry will equal Item 7a.

- (1) In over 30 days (CWD caused) Enter the number of applications reported in Item 4a (approvals) which were processed in over 30 days due to CWD error. Please provide information for both public assistance (PAFS) and nonassistance (NAFS) households.
- b. Denied Enter the number of applications denied by county action during the report month (see 63-301.3). If an application is for a one-person household and that person dies prior to a county's determination, the application would be a denial rather than a withdrawal (which implies a voluntary action). If the application is for a two or more person household, and one or more (but not all) persons die prior to determination, the application would be approved or denied through the normal process. If all members of the household die, then the application would be denied. Denials must be classified as NAFS and PAFS in accordance with the instructions below.
  - (1) In over 30 days (CWD caused) Enter the number of applications reported in Item 4b (denials) which were processed in over 30 days due to CWD error. Please provide information for both PAFS and NAFS households.

If both the AFDC and food stamp determinations are made simultaneously, the following reporting instructions must be followed:

AFDC Action	Food Stamp Action	DFA 296 Reporting
1) Denied	Denied	Nonassistance denial
2) Denied	Approved	Nonassistance approval;
		Nonassistance case
•	-	certified eligible to
		participate
3) Approved	Denied	Public Assistance denial*
4) Approved	Approved	Public Assistance approval;*
		PA case certified eligible to participate

All other denials are classified as nonassistance.

- \*Provided that household contains all members receiving federally assisted AFDC.
- c. Withdrawn Enter the total number of applications, by assistance classification, voluntarily withdrawn by the applicant household. If an application must be deleted or canceled due to an error, counties should list the application as a withdrawal if the error occurred because of a recipient's mistake. If the mistake was made by the county, it should be listed as an inventory adjustment. A PAFS withdrawal is one in which an AFDC household, where all members are federally aided, applies for FS benefits and subsequently withdraws the FS application. A household which applies simultaneously for AFDC and FS benefits and subsequently withdraws the joint application for AFDC and FS shall be counted as an NAFS withdrawal.
- 5. Applications Pending at End of Month Enter the number of applications pending at the end of the month. Entry will equal the difference between total applications during the month and number disposed of, Item 3 minus Item 4.

- 6. Cases Brought Forward from Last Month Entry will equal Item 10 of the previous month's report or be explained in a footnote. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7c and/or Item 9.
- 7. Cases Added During Month Enter the sum of Items 7a through 7c.
  - a. Applications Approved Enter the number of applications approved for food stamps during the report month (This item will equal Item 4a above.) (Entry will equal Item 4a.)
  - b. Transfer in assistance classification from PAFS or NAFS Enter in the appropriate column the number of certified households whose assistance classification was changed during the report month from NAFS to PAFS or vice versa and are added to the new classification caseload. These cases will not be counted in items 2, 4a, or 7a. Only net changes should be reported. If a recipient has multiple changes between NAFS and PAFS for a month but ends up in the same status that they were in at the beginning of the month, no changes are listed in 7.b.

Example 1: When an ongoing case transfers from PAFS to NAFS, it is reported as follows:

Month 1	Month 2
(Last month of PAFS	(First month of NAFS
certification)	certification)
a) PAFS Certified	a) NAFS transfer in
Eligible (Item 8a, Col. 1)	assistance classification
	(Item 7b, Col. 2)
b) PAFS termination	b) NAFS Certified
(Item 9, Col. 1)	Eligible (Item 8a, Col. 2)

- c. Other Approvals Enter the number of cases approved during the report month for reasons other than Items 7a and 7b, including:
  - (1) Reinstatement of benefits on appeal cases (fair hearings).
  - (2) Reinstatement of benefits for cases erroneously discontinued.
  - (3) Reinstatement of benefits for PAFS cases whose cash grants were reinstated because the CA 7 discontinuance was rescinded
  - (4) Approval of benefits for cases erroneously denied.
  - (5) Reinstatement of benefits to an eligible household who was discontinued due to county failure to act in a timely manner on a recertification request submitted within allowed time frames.
  - (6) Restoration of lost benefits Food Stamp regulations (63-802.1) allow food stamp benefits to be restored even if the household is currently ineligible. Restored benefits are

those which are lost due to an error by the county and then restored due to a reversal of a fraud disqualification penalty.

With the exception described below, applications for restored benefits are not to be counted as new applications. The case is to be brought into the caseload as an "other approval", Item 7c. And then reported as certified eligible, Item 8. The exception is those cases whose benefits are restored due to a court decision, e.g., Aiken v. Obledo (but not a court reversal of a fraud disqualification). These cases are considered new applications.

- (7) Intercounty transfers if the FNS 286 (Certification of Transfer of Household Benefits) procedure is utilized to transfer a household from one county to another, it is not considered a new application if, in accordance with food stamp regulations (63-504.363b):
  - a) There has been no change in household membership from that recorded on the FNS 286;
  - b) The household is living in the county and no member of the household resides in a boarding house or institution;
  - c) The 60-day continuation of the certification period has not expired, and
  - d) No household member is an SSI recipient (as long as SSI recipients remain ineligible due to the cash-out status of California).

If the FNS 286 procedure is not utilized in transferring the case or the information on the FNS 286 contains information that cannot be verified, the case is reported as a new application and, if approved, reported in Items 4a, 7a and 8a, certified eligible to participate.

When a public assistance food stamps case is transferred to another county and is approved for food stamps pending the AFDC determination in the gaining county, it is to be reported as a public assistance case. If AFDC is subsequently denied, then a transfer in assistance classification is reported in Item 7b. See instructions for Item 7b. Do not count as a NAFS application approved.

(8) (7) A reopened case that was originally denied due to the household's failure to take action within 30 days.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in this item. They are to be shown as an adjustment to Item 6 only and explained in a footnote (See instructions for Item 6.)

8. Total Cases Open During Month - Enter number of cases active during the report month; that is, those cases which are certified in current or future months. Sum of Item 6 plus Item 7, also sum of 8a and 8b.

- a. Certified Eligible to Participate During the Report Month Enter number of households eligible to participate during the report month in each classification. A household eligible for any part of a report month is considered eligible for the entire month. Eligible food stamp households will be certified effective for the month of application with the exception of those cases reported in Item 8b. This will be true even if the household's eligibility is not determined until a subsequent month. This could result in various certification and reporting situations in which the eligibility determination is made in the month after the month in which the application is filed. The following examples apply to both PAFS and NAFS.
  - 1) The county might determine that the applicant was eligible in both the month of application and the month in which the eligibility determination was made.

#### Month 1

#### Month 2

Eligible application received

Eligible determination made

A household in this situation would receive two months' worth of benefits in Month 2.

For DFA 296 purposes, this will be reported as follows:

#### Month 1

#### Month 2

a) Application received (Item 2)

a) Application approved (Item

4a; Item 7a)

b) Application pending (Items 5)

b) Case certified eligible to participate (one count) (Item 8a)

2) The county might find that the applicant was eligible for the month in which the application was filed but ineligible in the following month.

#### Month 1

#### Month 2

Eligible

Ineligible

application received

eligibility determination made

This household would receive the benefits it was entitled to receive for Month 1 in Month 2.

For DFA 296 purposes, this situation will be reported as follows:

#### Month 1

#### Month 2

a) Application received (Item 2)

a) Application approved (Item 4a

and Item 7a)

b) Application pending (Item 5)

b) Case certified eligible to

participate (Item 8a)

c) Case terminated during the

report month (Item 9)

There shall not be a separate denial count recorded for the determination of ineligibility in Month 2.

3) It could be determined that the household was ineligible for the month in which the application was filed, but eligible for the following month in which its certification was completed.

Month 1

Month 2

Eligible

Ineligible

application received

eligibility determination made

This household would only receive benefits for Month 2. This situation will be reported on the DFA 296 as follows:

Month 1

Month 2

a) Application received (Item 2)

a) Application approved (Item 4a

and Item 7a)

b) Application pending (Item 5)

b) Case certified eligible to

participate (Item 8a)

There shall not be a separate denial count recorded for the determination that the household was ineligible in Month 1.

4) The household may be determined to be ineligible for both the month of application and the following month in which the determination of eligibility was made.

Month 1

Month 2

Eligible

Ineligible

application received

eligibility determination made

DFA 296 reporting for his situation would be as follows:

Month 1

Month 2

a) Application received

a) Application denied (Item

(Item 2)

4b)

b) Application pending

(Item 5)

There shall not be a separate denial count for the determination of ineligibility for Month 1.

b. Cases certified for future months only - Enter the number of cases approved during the month which will receive food stamp benefits in future months only. This line item is not used when cases are transferred from PAFS to NAFS or vice versa

When a food stamp case is disposed of in the month of application and is determined ineligible for the month of application and eligible for future months only, it is to be reported as follows:

#### Month of Application

- a) Application received (Item 2)
- b) Application approved (Items 4a and 7a)
- c) Case certified for future months (Item 8b)

#### Future Month(s)

a) Certified eligible to participate (Item 8a)

There shall not be a separate denial count recorded for the determination of ineligibility in Month 1.

Changes in program classification during the report month shall be reported in this item; see example under instructions for Item 7b.

9. Cases terminated during the report month - Enter the <u>unduplicated</u> number of cases terminated or removed from certification during the report month in the appropriate classifications. <u>Unduplicated means the net change for a case during a month. Net change is the difference between a recipient's status at the beginning of the month and at the end of the month. <u>Multiple transactions are not counted, only net changes are.</u> A case is reported in this item when it ceases to be an active case in the program or transfers in assistance classification during the report month; that is, any move out of either column on the DFA 296 report. See Section 26-311.50 and Item 7b for example.</u>

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 9 but are shown as adjustments to Item 6 (See Item 6 instructions).

10. Cases Carried Forward to Next Month - Enter the number of cases carried forward to the next month. Entry will equal the difference between Item 8 minus Item 9.

#### 26-311.30 PART C. RECERTIFICATIONS

26-311.30

Any case which comes in for recertification no later than the end of the last month of the certification period is to be counted as a recertification and shall not be counted as a new application.

#### Example:

#### Month 1

(May)

Last month of certification Household has been provided with a timely notice of expiration. If the household reapplies during this month, it is reported as a recertification.

If an application for recertification is not received in this month, the case is terminated.

#### Month 2

(June)

Month following the last month of certification
Any household applying for continuing benefits during this month is reported as a new application.

a. If in the example above, an application for recertification is filed in Month 1 (the last month of certification) and is approved for continuing eligibility, it is reported in Items 11a and 8a only. If not approved for continuing eligibility, report in Items 11b and 9.

If an application for recertification is not filed in Month 1, the case is terminated in Item 9.

b. If, in the example above, the application for recertification is filed in Month 2 (June), it shall be reported as a new application in Item 2. If approved, it is reported in Items 4a, 7a and 8a. If denied, report in Item 4b.

Any case which has been certified for one month only and subsequently comes in to apply for continuing benefits by the end of the month of certification, shall be counted as a recertification.

#### Example:

#### Month 1

(May)

Applicant files for food stamps and is certified for one month only

#### Month 2

(June)

Household reapplying for continuing benefits during this month is reported as a new application.

A notice of expiration is provided at the time of certification. If household reapplies during this month, it is reported as a recertification.

- a. If, in the example above, an application for recertification is filed in Month 1 (the last month of certification) and is approved for continuing eligibility, it is reported in Items 11a and 8a only. If not approved for continuing eligibility, report in Items 11b and 9. If an application for recertification is not filed in Month 1, the case is terminated, in Item 9.
- b. If, in the example above, the application for recertification is filed in Month 2, it shall be reported as a new application in Item 2. If approved, it is reported in Items 4a, 7a and 8a. If denied, report in Item 4b.
- 11. Number of recertifications disposed of during the report month Enter the sum of Items 11a and 11b.
  - a. Determined continuing eligible Enter the number of households which were determined to be eligible for continued participation during the report month in the appropriate classification.
  - b. Determined ineligible Enter the number of households determined to be ineligible for continued participation during the report month.

12. Overdue recertifications (CWD caused) - Enter the number of households reported in Items 11a and 11b which reapplied prior to the end of their current recertification period, but were not processed within required timeframes due to CWD error (Division 63 -504.611.) Provide information for both PAFS and NAFS households.

#### 26-311.40 PART D. OTHER

26-311.40

This section is reserved for additional information which may be required temporarily or permanently due to a court decision or a change in legislation or regulation. The reasons for any inventory adjustments for the totals in cells 01, 15, or 16 should be entered in this section. In order to avoid a revision to this form, this section is provided for any unforeseen reporting needs or requirements. If any items are added under this section, you will be notified by All-County Letter and given time for implementation.

#### 26-311.50 REPORTING SITUATIONS AND EXAMPLES

26-311.50

Following are specific areas that require reporting in several data items on the DFA 296:

#### 1. Delay in processing an application

If the county is unable to complete the processing of an application within the prescribed 30-day period due to the fault of the household, the regulations (63-301.421) provide that the county has the option of sending the household either a Notice of Denial or a Notice of Pending Status (option must apply to all households in the county). However, if a Notice of Denial is sent and the household takes the required action within 60 days of the date the application was filed, the application shall be reopened. If the county chooses the option of sending a Notice of Pending Status, it would be reported as follows:

#### Example: Pending Option

# Month 1 Application received

#### Month 2

Household has taken no action - loses entitlement to benefits for month of application. Pending notice sent.

#### Month 3

- a) Household takes necessary action by the end of the second 30-day period - application is reopened or
- b) HHHousehold takes no action:
  No action by agency.

Report on the DFA 296 as follows:

#### Month 1

Application received (Item 2)

#### Month 2

Pending notice sent Pending over 30 days (Item 5)

#### Month 3

a) Application is
approved (Items 4a and
7a) and certified eligible
(Item 8a) or
b) Application is denied
(Item 4b)

Pending 1 to 30 days (Item 5)

#### **Denial Option**

#### Month 1

Application received (Item 2)

#### Month 2

Household has taken no action - lose entitlement to benefits for month of application as:
Denial notice sent (Item 4b)

#### Month 3

Application reopened (do not count in Item 2) and counted as:

a) An "other approval" (Item 7c) and certified eligible (Item 8a) or b) Denied - no denial count to be reported as would duplicate denial count in prior month.

Inform Statistical Services via a footnote on the July 1981 report whether the county follows the option to pend the application or deny the application on the 30th day from the day of application. Counties may not utilize both options. If the county changes the option used, Statistical Services must be notified.

#### 2. Termination of AFDC Benefits

In situations where a PA food stamp case has had a change in circumstances resulting in its public assistance benefits being discontinued but there is insufficient information to determine the effect on food stamps, the regulations (63-504.355) require that a Notice of Expiration be sent to the household stating that its food stamp certification period will expire at the end of the month following the month in which the notice is sent. On the DFA 296, these cases are transferred to NAFS in the month in which the notice is sent and certified eligible, NAFS in the month following the month in which the notice is sent. If an application is submitted for continuing benefits, it is reported as a recertification if the recertification time frames are met (see Part C instructions).

#### Example:

#### Month 1

AFDC benefits are terminated

#### Month 2

FS benefits are continued. This is the last month of certification. Classified as NAFS. If the household does not apply for continuing benefits, the case is terminated.

#### Report as follows:

#### Month 1

- a) PAFS Certified Eligible (Item8a, Col. l)
- b) PAFS Termination (Item 9, Col. 1)

#### Month 2

- a) NAFS transfer in assistance classification (Item 7b, Col. 2)
- b) NAFS Certified Eligible (Item 8a, Col. 2)
- c) If household does not reapply for continuing benefits, terminate in Item 9, Col. 2 or
- d) If household reapplies for continuing benefits and is determined: 1) ineligible, report in Item 11b, Col. 2 and Item 9, Col. 2, or 2) eligible, report in Item 11a, Col. 2.

If the household applies for continuing benefits subsequent to the last month of certification, it is considered a new application.

#### 3. Multiple Dispositions

When a household applies for FS and will be evaluated for expedited services and for ongoing eligibility, this shall be reported as only one application.

The application for expedited services is counted as a new application for NAFS. If the household applies for continuing FS benefits and AFDC benefits, the application is counted as a transfer in assistance classification at such time as the AFDC benefits are approved. If the household does not apply or is ineligible for AFDC but is eligible to receive FS benefits, report as an approved recertification, Item 11a, Column 2.

Report on the DFA 296 as follows (assuming the application is approved):

- a. Application received (one) Item 2
- b. Application approved (one) Item 4a & Item 7a, Col. 2
- c. Certified eligible to participate (one count) Item 8a, Col. 2 and either

- 1) Case terminated NAFS in the current month. (Item 9, Col. 2 in month 1)
- 2) PAFS transfer in assistance. (Item 7b Col. 1 in month 2)
- 3) PAFS certified eligible. (Item 8b, Col. 1 in month 2), or
- 4) Recertification disposed, continuing eligible (Item 11a, Col. 2)

#### 4. Disposition of a food stamp case pending the AFDC determination:

a. When the AFDC determination is made later in the same month:

If the AFDC grant for a federally aided case cannot be reasonably anticipated and is, therefore, not used in determining the food stamp benefits in accordance with MPP 63-503.221, the case is classified as NAFS. When the AFDC determination is made and is approved, it is a transfer in assistance classification in the following month. Report on the DFA 296 as follows:

#### Month 1

- 1) Application received (Item 2)
- 2) Application approved (Items 4a, Col. 2)
- 3) NAFS certified eligible (Item 8a, Col. 2)
- 4) Transfer in assistance classification (Item 7b, Col. 1)
- 54) Certified for future months (Item-8b, Col. 1)
- 4) NAFS Case terminated (Item 9, Col. 2)

#### Month 2

- 1) PAFS Transfer in assistance Classification (Item 7b, Col. 1)
- 2) PAFS Certified eligible (Item 8a, Col. 1)

b. When the AFDC determination is made in the month following the food stamp determination:

The first month, if classified as a nonassistance food stamp case, unless the AFDC grant for a household in which all members are federally aided, is anticipated in accordance with MPP 63'503.221 and used to determine the food stamp benefits. In the second month, if the AFDC determination has not been made and food stamps are issued without the AFDC grant for a federally aided case being used to compute food stamp benefits, then it is classified as NAFS. When the AFDC determination is made, it is counted as a transfer in assistance classification in the following month. Report as follows on the DFA 296:

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#### Month 1

- 1) Application received (Item 2)
- 2) Application approved (Items 4a and 7a, Col. 2)
- 3) Certified eligible (Item 8a, Col. 2)

#### Month 2

If the AFDC determination has not been made when food stamps are issued in Month 2 without anticipating the AFDC grant, but AFDC is granted later in the month. report as below: NOTE: This does not apply for expedited services cases certified for one month only. These cases are treated as a recertification in Month 2 and as a transfer in assistance classification when PA is approved.

- 1) Certified eligible (Item 8a, Col. 2)
- 2) Case terminated (Item 9, Col. 2)
- 3) Transfer in assistance classification (Item 7b, Col. 1
- 4) Certified for future months (Item 8b, Col. 1)

#### Month 3

Certified eligible (Item 8a, Col. 1) PAFS transfer in assistance Classification (Item 7b, Col. 12).

- 1) PAFS transfer in assistance classification (Item 7b, Col. 1)
- 2) PAFS certified eligible (Item 8a, Col. 1)

#### 26-311.90 FORM DFA 296

26-311.90

Fill in the top of the form indicating: 1) whether you are reporting on a fiscal or calendar report month, including the cut-off date if you report on a fiscal month, 2) the county name, 3) the county code, and 4) the report month. The report month is presumed to be a calendar report month unless counties inform the Information Services Bureau that they are operating on a fiscal report month basis. At the bottom of the form, indicate the person who is responsible for the report, their telephone number and the date the form was completed. If there is nothing to report in an item, enter "0." Do not leave any lines blank.

#### ATTACHMENT 4

#### DFA 296 FORM

Food Stamp Program Monthly

Caseload Movement Statistical Report

#### FOOD STAMP PROGRAM MONTHLY CASELOAD MOVEMENT STATISTICAL REPORT

#### Send One Copy To:

DEPARTMENT OF SOCIAL SERVICES STATISTICAL SERVICES 744 P STREET, MAIL STATION 19-81 SACRAMENTO, CALIFORNIA 95814

Fiscal Report Month - Cut Off Date	port Month - Cut Off Date		COUNTY STATE USE ONLY		
Calendar Report Month	FOR THE MONTH OF		MONTH YEAR		
		, 19			
PART A. APPLICATIONS FOR FOOD STAMPS					
Pending from last month (Item 5 last month, or explain)		01			
2. Received during the month		02			
3. Total during the month (Sum of 1 and 2)		03			
4. Disposed of during month (Sum of a, b, and c below)		04			
a. Total approved (Same as Part B, 7a)	1,820 W. H. 120 M. 120 M. 12 S. 110 M. 12 S. 12				
(1) In over 30 days (CWD caused) PAFS 05 NAFS 06					
b. Denied	PAFS N	IAFS			
(1) In over 30 days (CWD caused) PAFS <sup>08</sup> NAFS <sup>09</sup>	12 13				
c. Withdrawn					
5. Applications pending at end of month (3 minus 4 above)		14			
PART B. CERTIFIED CASELOAD MOVEMENT	PAFS		NAFS		
6. Cases brought forward from last month (Item 10 last month or explain)	15	16			
7. Cases added during month (Sum of a through c, below)		18		······	
a. Applications approved	1.0	20			
b. Transfer in assistance classification from PAFS or NAFS	21	22	***************************************		
c. Other approvals	23	24			
8. Total cases open during month (Sum of 6 and 7, above; also a plus b, below)	25	26	······································		
a. Certified eligible to participate during the report month	27	28			
b. Cases certified for future months only	29	30			
9. Cases terminated during the report month	31	32	1		
0. Cases carried forward to next month (8 minus 9)	33	34			
ART C. RECERTIFICATIONS	PAFS		NAFS		
11. Number of recertifications disposed of during the report month	35	36			
(Sum of a and b, below)					
a. Determined continuing eligible	37	38	-		
b. Determined ineligible	[39 [39]	40			
Overdue Recertifications (CWD caused)	41	42			
ART D. TO BE USED ONLY ON INSTRUCTIONS FROM SDSS					
3.	43	44			
4.	45	46	****		
5.	47	48			
EPORT PREPARED BY:					
The second second second Miles	TELEPHONE:	DATE:			
	( )				